



## LINCOLN POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1220  
**TOPIC:** WORKERS' COMPENSATION  
**ISSUED BY:** JAMES PESCHONG, CHIEF OF POLICE  
**DATE:** 1-1-2016  
**SUPERSEDES:** G.O. 1220, 2014  
**REFERENCE:** N.R.S. 48-101, G.O.1170

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### I. POLICY

The Lincoln Police Department will comply with the Nebraska statutes and City of Lincoln procedures pertaining to workers' compensation. All work-related illnesses and injuries will be promptly reported, and the reports forwarded to the City of Lincoln Risk Management office.

### II. PROCEDURE

#### A. Employees shall immediately report any of the following to their immediate supervisor, commanding officer, or unit manager:

1. Injury which occurs while the employee is on duty, or working approved outside employment;
2. Injury which occurs while the employee is off-duty, but performing an official duty;
3. Injury which occurs while the employee is off-duty but in a department vehicle or on department premises;
4. Illness or disease which is alleged to have arisen in the course of employment;
5. Significant exposure to body fluids of another. More specific instructions for body fluid exposure are contained in General Order 1170, "Infectious Disease Exposure."

#### B. Upon being notified or becoming aware of a work-related injury or illness, the supervisor shall:

1. Identify and interview any witnesses;
2. Collect and preserve any relevant physical evidence;
3. Photograph visible injuries, if practical;
4. If the injury or illness is associated with outside employment, record the employer and applicable insurance coverage, if available;
5. Complete the required forms.
  - a. If it appears likely that there will be any loss of time from work, medical expense, or treatment required, complete these

forms with as much information as possible:

- (1) First Report of Alleged Occupational Injury or Illness form, with as much information as possible;
  - (2) City of Lincoln Employee Injury or Illness Report.
- b. If there appears to be no loss of time from work, no medical expense and no need for treatment, complete only the City of Lincoln Employee Injury or Illness Report.

#### C. The reports, along with any medical bills, shall be forwarded to the Payroll and Accounting administrative officer.

1. The reports shall be reviewed for completeness, information concerning employee's wages, department identification numbers, etc. added, and retyped if necessary.
2. One set of the reports/bills shall be sent to Risk Management and a second set filed for department records.

#### D. The requirement to report an injury or incident does not necessarily mean that it is compensable. The City Risk Management office will make a determination of the merits of each claim.